

To Exec Dir  
thru DDS  
from RAO  
subject Report of RecordsActivities

1. You may be interested in seeing the attached charts which show the trend of the Agency's records holdings and destruction programs. These statistics are compiled annually from reports submitted by the Area Records Officers.
2. The Agency's total records holding decreased<sup>slightly</sup> from that of the previous year (.3%). The amount of records destroyed by the offices continued on an upward trend. With our great volume of records, 163,221 cu. ft., these reports indicate favorable accomplishments in the overall Agency Records Management Program. If we were to continue at this pace, we could conceivably deduce that the Agency had reached its maximum paperwork accumulation.
3. At the end of the 1963 fiscal year the O/DCI had 4,959 cu. ft. of records on hand or 3% of the Agency total. This represents an increase of 17% in the O/DCI records holdings. The Cable Secretariat reported the greatest increase (20%) which was due, in part, to a transfer of functions and records from the Office of Communications. ~~Along~~ The Cable Secretariat also reported an increase of 25% in the destruction of inactive records. The Office of the Comptroller maintains 89% of the total O/DCI records. The report from that office shows an increase in holdings of 19% and a decrease in the number of records destroyed during this period. The report from the Executive Registry of a 21% reduction tends to offset some of these gains. The other offices which comprise the O/DCI have slight increases in holdings which appear to be the result of increased workloads.
4. Our files show that the Records Control Schedule for the Comptroller's Office has not been completely updated since 1957. This appears to be a relevant factor in the decrease of records activities in that office for the past year. An up to date schedule will aid in the removal of inactive records from an office and will afford greater control of the management of records within the office.
5. A more diligent effort by the Area Records Officers during the current fiscal year should produce better results for our next report.

25 YEAR RE-REVIEW